



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUITING COMMAND  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103

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OCT 15 2001

COMMANDING GENERAL'S POLICY LETTER 3-02

From: Commanding General

Subj: MARINE CORPS RECRUITING COMMAND (MCRC) REINFORCEMENT OF  
JOINT RECRUITING FACILITY COMMITTEE (JRFC) ELECTRONIC  
FACILITY PHOTOS

1. Situation

a. Livelink is a web-based, enterprise-wide, collaborative knowledge management system that enables users to manage vast amounts of data. Adopted by the JRFC in 2000, Livelink is used by the United States Army Corps of Engineers and all Recruiting Services as a tool to manage facility documents and related information. The JRFC requires each recruiting office to have an "electronic" facility folder in Livelink with photos.

b. At the end of Fiscal Year 00, the JRFC purchased 32 digital cameras and 46 scanners for MCRC to convert paper documents into digital format, and to place these digital files into Livelink.

2. Mission. No later than 1 May 2002, Western Recruiting Region and Eastern Recruiting Region will place digital photos into Livelink associated "electronic" facility folders for each recruiting office in order to comply with JRFC policy. Updates are to be maintained as indicated herein, paragraph 4.

3. Execution

a. Commander's Intent. I want to take advantage of current technology and reinforce the JRFC initiative to maintain digital photos of our facilities. Digitally formatted documents save space, increase accessibility and are easily updated. The time invested in loading the photos will eventually pay dividends through improved efficiency and effectiveness in managing our facilities. End state: All Marine Corps recruiting offices have digital photos in their Livelink electronic folders.

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b. Concept of Operations/Guidance

(1) Digitized documents within the facility folders provide numerous advantages. New recruiters can view photos and floor plans of their new office before actually reporting. New command personnel can receive a quick orientation of their offices while saving resources. And commanders can use the documents to make better, more informed decisions related to their facilities.

(2) Photos will include a view of the front of the facility (exterior), all Marine Corps occupied offices, and common areas, to include head facilities.

(3) To preclude long retraction times, digital photos will meet JRFC standards per the chart below.

Item	Setting
Resolution	640x480
Format	JPEG - JFIF compliant
Image Quality	As good as is required to show the desired information in the image.
Compression	Target Mid-High but reduce as required to show the information required.
File Size	Under 45Kb as permitted by Compression
Encoding	Progressive if possible
Image Type	Real World - line drawings and text should use the existing TIFF document guidelines.

c. Tasks. Regional Commanders will load updated facility photos into electronic facility folders on an annual basis.

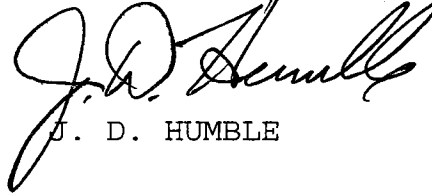
4. Administration and Logistics. Facility inspections are required on each recruiting office every 13 months. Facility photos should be updated in Livelink following these inspections.

5. Command and Signal

a. Command Relationships. Command relationships remain the same.

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b. Signal. The MCRC points of contact are Ms. Bobbi  
Coleman or Mr. Winfield Conliffe at DSN 278-9456/57 or  
Commercial 703-784-9456/57.



J. D. HUMBLE

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